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ABSTRACT

The emphasis of the revised Tulsa (Oklahoma) City-County Library System selection policy is on meeting needs of the community rather than balancing the collection in any one library. The policy includes the "Library Bill of Rights" and covers objectives, responsibilities, maintenance of the collection, controversial materials, gifts, policy in general, as well as specific policies in regard to the central library, regional library, branch and community libraries, materials for special service areas, rotating collections, government documents, periodicals, newspapers, manuscripts, maps, art and other prints, audio materials, films, filmstrips, slides, videotapes, and centralized processing. The appendix includes a statement of the library's purpose; job descriptions for coordinators of children's services and of resources; guidelines for weeding, discarding, storage, replacement, and rebinding; a list of selection aids; and examples of forms for suggestions, book reconsideration, gift plates, and film evaluation. (LS)

ED 092158

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MATERIALS SELECTION POLICY

1973

Tulsa City-County Library System
400 Civic Center
Tulsa, Oklahoma 74103

IR 000 719

This new Selection Policy was written to include selection of non-print as well as printed material, and is a result of a cooperative effort by the staff. A task force composed of staff members from throughout the System was formed to revise the Book Selection Policy into a Materials Selection Policy. The Task Force solicited suggestions for needed changes from the entire staff. Emphasis has been placed on meeting the needs of the community rather than having a balanced collection in any one library. After final editing, the Policy will be submitted to the Library Commission for its approval.

SELECTION AND PROCESSING OF MATERIALS

LIBRARY BILL OF RIGHTS*

The Council of the American Library Association reaffirms its belief in the following basic policies which should govern the services of all libraries:

1. As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should library materials be excluded because of the race or nationality or the social, political or religious views of the authors.

2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.

3. Censorship should be challenged by libraries in maintenance of their responsibility to provide public information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. The rights of an individual to the use of a library should not be denied or abridged because of his age, race, religion, national origins or social or political views.

6. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings be open to the public.

*Adopted June 18, 1948, Amended February 1, 1961 and June 27, 1967, by the A.L.A. Council. American Library Association, 50 East Huron Street, Chicago, Illinois.

MATERIALS SELECTION POLICY

These policies, which have been adopted by the Tulsa City-County Library Commission, govern the selection and maintenance of the Tulsa City-County Library System's collection of materials. They may be subject to revision as changes occur in the needs of the community, in the emphasis of the System's objectives, or its organization and procedures.

The Tulsa City-County Library System recognizes its reponsibilities, in accordance with American Library Association guidelines, to collect materials, to organize and make available its resources, to give guidance in the use and interpretation of materials, and to provide inter-library loan services. The materials selection policy supports the purposes of the library System. (See Chapter 1)

System's Objectives in Materials Selection

The System places major emphasis on educational and informational functions. It recognizes the importance of both basic materials of permanent value and timely materials on current issues. In providing the latter, it does not hesitate to purchase in quantity material for immediate use. Materials are purchased in whatever format best suits patron needs.

Selection is based upon the particular needs and interests of the community. Any unusual demand is evaluated in terms of the library objectives and policies.

Responsibility for System Materials Selection

Ultimate responsibility for materials selection rests with the Director. The Resources Coordinator and Coordinator of Children's Services provide general guidance for materials selection of the entire System. (For specific responsibilities of Coordinators, see Chapter 11)

These coordinators make certain that new subjects in overlapping departmental fields are not neglected, review the duplication of materials in demand, make decisions on problem materials, and suggest areas for special emphasis.

The Coordinators act as advisors to the various departments and branches. Review and Replacement Lists prepared under the auspices of the Coordinators are used as the basis for agency selection. Departmental material selection subject to the Coordinators' approval is the responsibility of the Central Department Heads. Review networks developed by the Resources Coordinator and the Coordinator of Children's Services involve members of the staff in reviewing material for possible selection.

An individual staff member with special competence may be given direct responsibility for selection in a particular field. Advice of specialists in the community is requested in fields where staff members are not knowledgeable. Suggestions from readers are welcome (see Appendix) and are given serious consideration.

General Policy of Selection

Materials are selected on the basis of community needs and desires. Within the limits of its budget, the System attempts to meet the quantitative guidelines set by the American Library Association for a system of its size.

General use of the Tulsa City-County Library System by students is encouraged. While it is recognized that the most important function of every school or college library is to provide materials to support the instructional program of that institution, the System accepts partial responsibility for the provision of curriculum oriented supplementary materials for students. It expects that school and college libraries will assume greater responsibility for the needs of their students in the future.

In serving as a supplementary source for student use, the System selects those texts or other books which will also be useful for the general reader. Each department or agency may duplicate titles which prove most suitable in this respect. Consideration is given to the needs of persons engaged in self-education programs and of organizations in the community. Subject departments and

agencies are expected to be equally alert to the needs of readers who require simple reading materials.

Maintenance of Collection

The System does not automatically replace all materials withdrawn because of loss, damage, or wear. Need for replacement in each case is weighed with regard to several factors: number of duplicate copies, existence of adequate coverage of a field, other similar material in the collection, later and better material, and demand for the particular title or subject.

To maintain the effectiveness of the total collection, the System will attempt to adhere to American Library Association guidelines for systematic removal of materials no longer useful. Last copies of seldom used older titles are retained in order to fulfill the System's responsibilities as a resource center in the OTIS (Oklahoma Teletype Interlibrary System) network. (See Appendix for weeding guidelines.)

The Central Library includes a system storage area to provide storage for seldom used materials from Central, branch, and community libraries which are not needed in the public service area of the particular unit. The System retains:

a. Items listed in basic indexes

b. Original editions of fiction, plays, poetry and essays of the first half of the 20th century in all literatures even if no longer in great demand

c. Light, popular titles and easy reading.

The liability of certain materials to mutilation or theft does not preclude their selection or purchase for the system.

Controversial Materials

The System does not practice censorship. Serious works which present an honest picture of some problems or aspects of life are not excluded because of coarse language or frankness. Materials representing all points of view are

acquired.

Citizens wishing to discuss reconsideration of any material should complete the Citizen's Request for Reconsideration of Library Materials. (See Appendix) When a citizen submits a request for reconsideration, it will be considered by members of the library staff as well as the Director. Selection of materials will not be determined by pressure from a group or individual. Materials serving the purpose of the System and relating to an existing need or interest will not be removed from the collection.

Gifts

Gifts of materials are accepted by the System with the understanding that they may be added to the collection, sold, exchanged, given to other organizations, or discarded. Gift items will be integrated into the library collection in normal sequence since separate shelves and collections limit use by the public, complicate location of desired materials, and create unwarranted duplication. Gift items will be suitably acknowledged and may be marked with an appropriate bookplate. (See Appendix)

Workbooks

In general the System does not purchase materials that provide a major proportion of pages for recording personal data or that require the user to complete forms.

Central Library Selection Policy

The Central Library is the resource center of materials for the System. The Central collection is more inclusive and comprehensive in range and depth than that of any other agency of department. The collection usually contains a copy of all materials available in other agencies.

Duplication of the same title in two or more departments of the Central Library is not considered desirable, the aim being interdependence among departments. Occasional exception is made in the case of an item needed in two or more places.

Books printed before 1600, books of unusual format and binding, items which present housing and usage problems, manuscripts, limited editions and books with a high market value are considered for the rare book collection. The System does not attempt to collect first editions or other desirable collectors' items.

A. Central - Adult Materials

Fiction and non-fiction material is provided to satisfy the needs of the general reader. The collection provides bibliographic and reference materials in the main subject fields, scholarly and monographic series and titles, and popular works.

Oklahoma and Tulsa materials are acquired, as far as is feasible, and are maintained in separate collections in the Reference Department. This includes local and state history as well as social, civic, religious, economic, governmental and cultural materials.

Books by Oklahoma or Tulsa authors receive special consideration. Such an author is one who is significantly identified with the region, either by birth or by residence. Works of fiction or belles-lettres by such authors are included in the local history collections, even though the subject matter may be other than Oklahoma or Tulsa.

The aim of the Genealogy area is to provide the searcher with basic genealogical materials. Individual family histories are not purchased except for historically famous people. Gifts such as the Federal population census schedules, family histories, genealogical magazine subscriptions and general genealogy books are accepted and added to the collection.

B. Central - Youth Materials

This collection consists of fiction selected to serve young people in the transitional period between juvenile and adult reading. No attempt is made to provide separate non-fiction or non print collections for this age group. The System provides materials to supplement those

offered by school libraries.

C. Central - Children's Materials

A wide variety of materials is selected for the Children's collection to satisfy the informational, recreational, and cultural needs of children from pre-school to age twelve. The collection provides for children of different abilities and potentials with the goal of guiding the child to use quality materials.

The Children's collection consists of picture books, books for the beginning reader, books of fiction and non-fiction for the elementary school age child, large print books for the visually impaired, reference works, periodicals, and non-print materials. A reference collection of the Sequoyah, Newbery and Caldecott award winning books is maintained in the Story Hour Room. Attention is given to the replacement of older standard juvenile materials. For a guide to the evaluation criteria for books, see the Appendix.

Abridged adult classics are not purchased for children except when the abridgements are accepted literary works such as Pilgrim's Progress, Robinson Crusoe and Gulliver's Travels. Abridged versions of children's books are not purchased. Books in series are evaluated as individual titles. In the children's collection, materials teaching religious doctrine or practice are not included in the collection.

Regional Library Selection Policy

The regional libraries serve as resource centers for the branches within their regions, as back-up collections for their bookmobiles, and as branch libraries for the patrons within their immediate area. In general, the collections of the regional libraries are more inclusive and comprehensive in range and depth than the branch collections.

The bookmobile collections take into consideration the great mobility of the units in providing service to a wide geographical area. Current and popular

materials have the first priority.

A. Regional - Adult Materials

Fiction and non-fiction material is provided to satisfy the needs of the general reader. The collection provides reference materials and periodical collections adequate to fill the basic informational needs of patrons within the region. A variety of non-print materials is selected for the regional libraries.

B. Regional - Youth Materials

Fiction for youth is selected for young people in the transitional period between juvenile and adult reading. No attempt is made to provide separate non-fiction or non-print collections for this age group. The System provides materials to supplement those offered by school libraries.

C. Regional - Children's Materials

The collection consists of picture books, books for the beginning reader, books of fiction and non-fiction for the elementary school age child, magazines and non-print materials to supply the most common needs of patrons.

Branch and Community Libraries' Selection Policy

Selection of books, periodicals and non-print materials for a branch or community agency is made with regard to the nature and the needs of the particular area served.

A. Branch - Adult Materials

The collection contains reference materials adequate to answer the most frequently asked questions. It contains circulating materials to supply the most common needs.

B. Branch - Youth Materials

Fiction for youth is selected for young people in the transitional period between juvenile and adult reading. No attempt is made to provide separate non-fiction or non-print collections exclusively

for this age group. The System provides materials to supplement those offered by school libraries.

C. Branch - Children's Materials

The collection consists of picture books, books for the beginning reader, books of fiction and non-fiction for the elementary school age child, magazines and non-print materials to supply the most common needs of the patrons.

Materials for the Special Services Area

The Special Services Collection is selected to satisfy the needs of shut-ins, the visually, physically and mentally handicapped and those individuals with learning disabilities. The collection consists of hard bound books, paperbacks, periodicals, large-print materials, Talking Books, cassettes and records.

Talking Books are furnished by the Library of Congress, Division for the Blind and Physically Handicapped. Talking Book machines and cassette players are available for long term loan to qualified individuals and institutions through the Oklahoma Department of Institutions, Social and Rehabilitative Services.

Rotating Collections

The rotating collections are uncataloged collections of mysteries, westerns, science-fiction, and light fiction titles which rotate periodically among the agencies and Central. The purpose of the collections are to give a greater range of recreational reading material to children, youth and adults.

Government Documents

The Central Library is a partial depository for United States Government documents. Government documents (Federal and State) are purchased by agencies when needed to help meet community needs.

Periodicals

Periodicals are acquired for Central, branches and bookmobiles to keep the collections up-to-date, provide material not available in books, supplement the

book collection, supply recreational reading, and serve the staff as professional literature. Factors determining duplication of subscriptions on microform are: nature of periodical, amount of use, and economy of space. Heavily used publications and those containing extensive illustrations may be bound and/or duplicated on microform.

Magazines of local interest are an important part of the collection. Central maintains a representative collection of house organs.

Newspapers

The System attempts to have a relatively complete selection of Tulsa County papers and out-of-town papers, which are selected on the basis of geographical representation and demand. Selected newspapers are retained in microform.

Acceptance of gift periodicals and newspapers of limited interest, such as religious tracts, will be governed by space available. Central will attempt to maintain a display area for these items.

Manuscript Materials

Most manuscripts in the System are of local interest. Collection and care of original manuscripts is generally left to other institutions.

Maps

The Central Library maintains a map collection consisting of sheet maps selected to supplement the reference book collection (historical, highway, political, and pictorial), maps received on depository from the United States Geological Survey (topographic, geologic, mineral investigations, oil and gas investigations, and hydrologic), and maps received as gifts from individuals and companies (geologic and the original survey maps of the Government Land Office). The Business & Technology Department has some oceanographic and bathymetric maps. Current catalogs of several map series are available to assist patrons in ordering their own maps.

Non-Print Materials

Original and reproduction works of art, pictures of general interest for the picture file, audio-recordings, 16mm films, standard 8mm and super 8mm films, videotapes, filmstrips, and slides are selected in response to the needs and interests of the community.

A. Art Collection

Framed reproductions to represent a variety of artists and styles are selected for both the adult and children's art collection throughout the System. The art collections also contain framed original graphic art works.

B. Picture Files

Picture files are maintained in the Central Library. A picture file pertaining to the oil industry is located in Business & Technology. Pictures of general interest are in the Reference Department. Mounted reproductions of art work are located in Fine Arts.

C. Audio-recordings

Selection of audio-recordings (records, cassettes, tapes) is determined by interest of the community. All branch libraries have adult and children's audio-recording collections.

D. 16mm Films

Emphasis is placed on subjects of community and national interest, covering the full range of human experience and knowledge. Special attention is given to films which encourage group discussion and films of interest to children. Outstanding documentaries, subjects of general appeal, films of interest to the business community, examples of experimental techniques of film making and productions which stimulate the imagination are included.

The System welcomes gifts of sponsored films of high quality in areas too specialized to warrant public expenditure.

All films are previewed prior to purchase. (For evaluation guidelines, see Appendix)

E. Films - Standard 8mm and Super 8mm

Entertainment films such as animated cartoons, westerns, Hollywood features, and film classics are purchased. Historical footage and travel films are also included.

F. Videotapes

Development of the videotape collection will be based upon the availability of quality programs of local and national interest. Programs of general interest and educational significance will be emphasized.

G. Filmstrips

Filmstrips suitable for adults and children are selected from a variety of categories.

H. Slides

Preference is given to slide sets which have accompanying scripts, information, or recordings. Sound slide programs illustrating the library system are also available.

Processing of Materials

In general, the acquisition and cataloging of all library materials is centralized in the Technical Processes Division. Cataloging and classification policies are as follows:

A. Adult and Youth Books

Descriptive and subject cataloging follow the Anglo-American Cataloging Rules and the Subject Headings List Used in the Dictionary Catalog of the Library of Congress, as modified by Library of Congress

MARC practice. 1949-67 LC cataloging copy will be used as is, except where a direct conflict in entry would result, or where MARC format requires a change in entry. Lengthy pre-1949 cataloging copy may be abridged according to present practice for Microfiche Catalog input. Syndetic control of the catalog is maintained through the use of MARC descriptive and subject cross reference files. Classification follows the latest edition of Dewey.

B. Juvenile Books

Classification follows the latest abridged edition of Dewey. Descriptive cataloging follows the Anglo-American Cataloging Rules, as modified by Library of Congress MARC practice. Library of Congress subject headings are used, with certain special applications in accordance with annotated card program practice.

C. Non-print Materials

Cataloging follows the Anglo-American Cataloging Rules, as modified by Library of Congress MARC practice. These materials may be unclassified or may be classified in accordance with locally developed systems.

The Director of the System welcomes the opportunity to discuss the interpretation of this policy with interested citizens.

INDEX

Abridgements, p. 7
Branch and community libraries, p. 8
Bookmobile service, p. 7
Art collection, p. 11
Adult material
  Central, p. 6
  Regional, p. 8
  Branch, p. 8
Adaptations, pp. 1, 2
Caldecott Award, p. 7
Cataloging of materials, pp. 13, 14
Censorship, pp. 1, 4, 5
Central library selection policy, p. 5
Children's materials
  Central, p. 7
  Regional, p. 8
  Branch, p. 9
Controversial materials, p. 4
Curriculum oriented materials, p. 4
Duplication of materials, pp. 2, 5
Films
  16mm, p. 12
  8mm, p. 12
Filmstrips, p. 13
Genealogy, p. 6
General materials selection policy, p. 3
Gifts, p. 5
Government documents, p. 9
Handicapped, p. 9
Library Bill of Rights, p. 1
Magazines, pp. 9, 10
Maintenance of collection, p. 4
Manuscript materials, p. 10
Maps, p. 10
Materials selection - general policy, pp. 1, 3
Newbery Award, p. 7
Mutilation of material, p. 4
Newspapers, p. 10
Non-print materials, general policy pp. 11-13
Objectives in materials selection, p. 2
Oklahoma collection, p. 6
OTIS, p. 4
Periodicals, pp. 9, 10
Picture files, p. 11
Processing of materials, pp. 13, 14
Rare book collection, p. 6
Reconsideration of a book, p. 5
Recordings, p. 11
Regional library selection policy, p. 7
Religious tracts, p. 10
Replacement of materials, p. 4
Responsibility for selection, p. 2
Review networks, p. 3
Rotating collections, p. 9
Sequoyah Award, p. 7
Shut-in service, p. 9
Slides, p. 13
Special Services, p. 9
Storage, p. 4
Student use, p. 3
Suggestions from readers, p. 3
Talking books, p. 9
Textbooks, p. 3
Theft of materials, p. 4
Tulsa collection, p. 6
Weeding, p. 4
Workbooks, p. 5
Youth Materials
  Central, p. 6
  Regional, p. 8
  Branches, p. 8

APPENDIX

PURPOSE OF THE TULSA CITY-COUNTY LIBRARY SYSTEM

The purposes of the Tulsa City-County Library System are to to provide informational, cultural, and educational services to all people of all ages in the city of Tulsa and in Tulsa County.

1. The Tulsa City-County Library is to open opportunity for self-development for people at whatever their stage of education and culture.

2. The Tulsa City-County Library is to bring people and resources together, closing the gap between the individual and the record of knowledge.

3. The Tulsa City-County Library is to become the primary information center for the city and county, the first place most people turn either to get reliable facts from the library information bank or be referred to official, specialized and professional services.

4. The Tulsa City-County Library is to enter into the community and cultural life serving as a local center through the branch libraries and as a metropolitan center in its central activities.

5. The Tulsa City-County Library is to aid and supplement the formal education programs of schools and colleges by serving as a clearinghouse and catalyst in cooperation with institutions of formal instruction.

6. The Tulsa City-County Library is to provide specialized resources in business, manufacturing, the professions, government, education, and the arts, the sciences, and the humanities.

7. The Tulsa City-County Library is to serve groups, as well as individuals, paralleling the library's emphasis on cultural contacts. The concept of the library as an open forum is stressed in community contacts, programs and issues.

These functions reflect the Library's awareness of changes which occur in the community and its intention to remain responsive to the needs of the citizens of Tulsa County.

The library will seek to achieve the fullest possible cooperation with other institutions and organizations. By sharing facilities and avoiding duplication of services and collections, a saving should be realized by the taxpayer at the same time that he receives better service. The difficulties of interinstitional cooperation are fully recognized by the Library Commission which is prepared to adjust its program and seek legislative action, if necessary, in order to achieve this goal.

As a part of a national network of libraries, the Tulsa City-County Library functions in the following ways:

1. Through reference assistance and guidance to patrons
2. Through lending materials for use outside the library
3. Through photo-duplication
4. By telephone
5. Through delivery and by mail to the handicapped, blind and shut-ins, and to such institutions as hospitals, nursing homes, retirement homes and detention centers.
6. By cable tv.

The staff responsibilities are:

1. Reader's assistance
2. Research
3. Development and maintenance of the collections
4. Bibliographic control
5. Coordination of programs and other group activities
6. Preparation of information brochures and work with the news media
7. Instruction in library use.

Library facilities are provided for:

1. Individual patrons - A library (Central, regional, branch or mobile unit) within a fifteen to thirty minute drive. Libraries provide areas for reading and study, browsing and listening.
2. Groups - meeting rooms, seminar and study rooms - for informational programs, conferences, discussion groups and story hours.

Library collections include:

1. Books
2. Pamphlets
3. Magazines
4. Newspapers
5. Films
6. Microfilm
7. Filmstrips
8. Tapes
9. Phonorecords
10. Talking books
11. Exhibits
12. Pictures
13. Documents
14. Vertical file materials
15. Maps
16. Slides
17. Cassettes
18. Microfiche

COORDINATOR OF CHILDREN'S SERVICES

Nature of work: This is professional library work in planning and coordinating the children's services of the library system; general supervision is received from the Associate Director. In collaboration with the Chief of Public Services, coordinates reader's advisory service to children in the central building; children's activities for groups. Plans and coordinates service to children in all branches and on the bookmobiles in collaboration with the Chief of Extension. Directs the selection of books and other materials for the children's collection; participates in selection of children's materials in other areas; e.g. films. Prepares reading lists and bibliographies of special value to children or adults working with children's groups; coordinates instruction of personnel serving children' conducts staff conferences and meetings relating to children's services and to books and materials for children; plans and conducts staff training program in children's service; works with other agencies serving children; e.g. schools, boy and girl scouts, etc. Emphasis is on service to patrons of pre-school through 6th grade level and to adults working with these ages.

Knowledges, abilities and skills: Requires wide knowledge of modern library service to children.

Considerable skill in coordinating service in all areas and ability to work with groups of children.

Thorough knowledge of literature, having special application to this group.

Requires imagination, initiative, resourcefulness, good judgment, tact.

Desirable experience and training: Considerable experience in progressively responsible professional library work, including supervisory reponsibility and experience in work with children; and graduation from an accredited college or university and attainment of a graduate degree from an accredited school of library science.

COORDINATOR OF RESOURCES

Nature of work: This is professional library work in planning, developing and coordinating the resources of the library system; general supervision is received from the Associate Director. In collaboration with the Chief of Public Services, coordinates information services to adults in the Central Library, in all branches and on the bookmobiles. The Coordinator of Resources also works with the Coordinator of Children's Services and the technical processes division to assure complete coordination of library collection. In addition, this person is responsible for coordinating all collections of other libraries in the community and regions.

Reviews bibliographic, publishing and other professional publications, relating to library resources. Participates in the selection of books and other materials for the adult collection. Surveys area library resources to insure comprehensive and balanced coverage of subject fields within the Tulsa City-County Library System and advises on the proper direction of collection development.

Studies research data on physical format of materials; investigates improvements in paper stock, binding and other new publication techniques and in non-book formats such as micro-film, recordings and magnetic tapes, stays abreast of trends in machine applications to information retrieval and bibliographic control. Advises staff on uses of various media formats and methods of handling information.

Maintains an awareness of the community's information needs. Refers such needs to the appropriate department or division. If exact information need cannot be fulfilled, discusses with supervisor, whether such service should be added. Prepares reading lists and bibliographies, coordinate the flow of new gift materials, exchanges and weeding of collection throughout the system.

Plans and conducts staff training programs for information service to adults.

Knowledges, abilities and skills: Wide knowledge of modern library service to adults.

Considerable skill in coordinating service in all areas and ability to work with groups of adults.

Thorough knowledge of general literature and book trade and other communication media.

Requires imagination, initiative, resourcefulness, good judgment, tact.

Desirable experience and training: Considerable experience in progressively responsible professional library work, including supervisory responsibility and experience in work with adults; and graduation from an accredited college or university, and attainment of a graduate degree from an accredited school of library science.

GUIDELINES FOR

WEEDING, DISCARDING, STORAGE, REPLACEMENT AND REBINDING

1. Is this the last copy of a title?

2. Is it in print?

3. If in print, is it a recent title? Older titles, though basic, are often out of stock, expensive to acquire, slow in delivery.

4. If the physical condition of the inside of the book is satisfactory (adequate margins, no missing pages, paper in good condition and clean), it is cheaper to rebind than to purchase a new copy.

Cost of Replacement

a. cost of book
   1) hard cover
   2) soft cover
b. cost of withdrawal
c. cost of adding a new copy
   1) correcting shelf list
   2) new pocket
   3) labeling
c. cost of order work and payment of invoice

Cost of Rebinding

a. rebinding cost
b. handling
   1) shipping
   2) binding record
   3) new pocket

5. Books of permanent value may be retained in storage for occasional use even when in poor physical condition at least until a replacement has been obtained.

CITIZEN'S REQUEST FOR RECONSIDERATION OF A BOOK

Author _____ Hardcover ____ Paperback _____

Title _____

Publisher (if known) _____

Request initiated by _____

Telephone _____ Address _____

City _____ Zone _____

Complainant represents

_____ himself

_____ (name organization) _____

_____ (identify other group) _____

1. To what in the book do you object? (Please be specific; cite pages)_____

_____

2. What do you feel might be the result of reading this book? _____

_____

3. For what age group would you recommend this book? _____

4. Is there anything good about this book? _____

5. Did you read the entire book? _____ What parts? _____

_____

6. Are you aware of the judgment of this book by literary critics? _____

7. What do you believe is the theme of this book? _____

_____

8. In its place, what book of equal literary quality would you recommend that would convey as valuable a picture and perspective of our civilization? _____

_____

_____ _____

(date) (Signature of Complainant)

This request will be reviewed by the Library's Book Selection Committee, the Director and the Coordinators.

PATRON SUGGESTION FORM

Nature of suggestion:

Patron represents

_____ himself

_____ (name of organization) _____

_____
(Signature of Patron)

_____
(Date)

This form will be reviewed by the Department or Division Head, the Assistant Director and the Director of the Tulsa City-County Library System.

GIFT BOOKPLATE

Presented To

TULSA CITY-COUNTY LIBRARY SYSTEM

APPENDIX

Basic Book selection Aids of Tulsa City-County Library System

1. Basic Selection Aids
    a. Public library catalog
    b. Fiction catalog
    c. Senior high school catalog
    d. Junior high school catalog
    e. Children's catalog
2. Indexes - including supplement
    a. Biography index
    b. Essay and general literature index
    c. Granger's Index to Poetry and Recitations
    d. How-to-do-it books
    e. Index to handicrafts
    f. Art index
    g. Music index
    h. Education index
    i. Speech index
    j. Play index
3. Current professional selection aids
    a. Booklist
    b. Choice
    c. Library Journal
4. Current general reviewing periodicals
    a. Book World Chicago Tribune (Washington Post)
    b. New York Times - book review
    c. Saturday Review
    d. New York Review of Books

5. Foreign literature

   a. Atlas

   b. Books abroad

   c. Manchester Guardian

   d. New Statesman

   e. Realities

   f. Journal of the Modern Languages Assoc.

6. Children's and young adult

   a. Bulletin of the University of Chicago Children's Book Center

   b. Horn book

   c. School Library Journal
      School Library Journal Cards

   d. Top of the News

   e. Science Books Quarterly

   f. New York Times Book Review

   g. Book World

Previewer_____

Date _____

FILM EVALUATION

Title_____ Date Produced _____

Company_____ B/W _____ Color_____

Subject_____

Possible Audiences

Age Level - preschool_____ junior high_____
lower elementary _____ senior high_____
upper elementary_____ adult _____

Type of Group - classroom_____ professional, business group_____
church group_____ senior citizens group_____
discussion group_____ community agencies_____
library programs_____ other (explain)_____

Possible Uses

Stimulate discussion_____ Document events of historical significance_____
Entertain_____ Give information_____
Other (explain)_____

General Appraisal: Comment on

Contents:
audience suitability

authenticity

timeliness

subject treatment

other

Technical Qualities

photography

animation

sound

music

color

editing

other

Check one:
RECOMMENDED_____ NOT RECOMMENDED_____ RECOMMENDED WITH RESERVATIONS_____
Explain-